



Superior Court of the State of California
County of Kings
 1426 South Drive, Hanford, CA 93230
 (559) 582-1010

There will be absolutely no refunds or exchanges
 on the purchase of court forms or packets

Parental Relationship
Packet Purchase Price: \$20.00

"Establishing parentage" means saying who the legal parents of a child are if the parents were not married when the child was born. Usually a child's parentage must be established before you can get child support or custody and visitation orders. You can ask the judge for child support or custody and visitation as part of a case that establishes the parentage of a child. Note: the action should be filed in the county where the child lives.

Filing fees :

| | |
|---|------------------|
| Petition or first paper (for petitioner)..... | \$ 320.00 |
| Order to Show Cause | \$ 40.00 |
| Response to the Petition or first paper (for respondent)..... | \$ 320.00 |

There may be other forms and/or attachments you may need in your particular case.
 Forms are available at the Clerk's Office on specific request , for a fee of .50¢ per page.

| Form number: | Form name: | Instructions provided on form? | Form last revised on: | # of pgs: |
|--|---|--------------------------------|-----------------------|-----------|
| Forms initially used to open a case and provide proof of service: | | | | |
| FL 200 | Petition to Establish Parental Relationship | no | 01-01-03 | 2 |
| FL 210 | Summons | no | 01-01-07 | 2 |
| FL 105 | Declaration Under Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) | yes | 01-01-07 | 2 |
| FL 220 | Response to Petition to Establish Parental Relationship (served blank) | no | 01-01-06 | 2 |
| FL 150 | Income and Expense Declaration (make a 2 nd copy before completing to serve blank) | no | 01-01-07 | 4 |
| FL 115 | Proof of Service of Summons | no | 01-01-05 | 2 |
| Forms used to obtain a Judgment: | | | | |
| FL 230 | Declaration for Default or Uncontested Judgment | no | 01-01-03 | 1 |
| FL 165 | Request to Enter Default | yes | 01-01-05 | 2 |
| FL 250 | Judgment | no | 01-01-03 | 2 |
| FL 190 | Notice of Entry of Judgment | yes | 01-01-05 | 1 |
| Forms used to obtain a hearing date and provide proof of service: | | | | |
| FL 300 | Order to Show Cause | no | 01-01-07 | 1 |
| FL 305 | Temporary Orders (if applicable, attachment to FL300) | no | 07-01-03 | 1 |
| FL 310 | Application for Order & Supporting Declaration (attached to FL300) | no | 01-01-07 | 2 |
| FL 311 | Child Custody & Visitation Application Attachment (attachment to FL300) | no | 07-01-05 | 2 |
| FL 320 | Responsive Declaration to Order to Show Cause (served blank) | no | 01-01-03 | 2 |
| FL 330 | Proof of Personal Service | no | 01-01-03 | 2 |
| Forms continued on page 2 | | | | |

Forms to use after the hearing:

| | | | | |
|-----------|---|-----|----------|---|
| FL 340 | Findings and Order after Hearing | no | 07-01-03 | 1 |
| FL 341 | Child Custody and Visitation Order Attachment | no | 01-01-05 | 2 |
| FL 341(A) | Supervised Visitation Order | yes | 01-01-03 | 1 |
| FL 341(C) | Children's Holiday Schedule Attachment | no | 01-01-05 | 1 |
| FL 341(D) | Additional Provisions—Physical Custody Attachment | no | 01-01-05 | 2 |
| FL 341(E) | Joint Legal Custody Attachment | no | 01-01-05 | 1 |
| FL 342 | Child Support Information and Order Attachment | no | 07-01-05 | 2 |
| FL 342(A) | Non-Guideline Child Support Findings Attachment | no | 01-01-03 | 1 |
| FL 343 | Spousal, Partner or Family Support Order Attachment | no | 01-01-05 | 2 |
| FL 344 | Property Order Attachment to Findings and Order After Hearing | no | 01-01-05 | 1 |

Miscellaneous forms:

| | | | | |
|--------|--|------------|----------|---|
| FL 391 | Information Sheet—Simplified Way to Change Child, Spousal, or Family Support | yes | 01-01-03 | 2 |
| FL 485 | Notice of Delinquency | no | 01-01-03 | 2 |
| FL 191 | Child Support Case Registry Form | on form | 07-01-05 | 4 |
| FL 192 | Notice of Rights and Responsibilities | no | 07-01-05 | 2 |
| FL 195 | Order/Notice to Withhold Income for Child Support | see FL 196 | no date | 2 |
| FL 235 | Advisement and Waiver of Rights Re: Establishment of Parental Relationship | no | 01-01-03 | 1 |
| FL 240 | Stipulation for Entry of Judgment Re: Establishment of Parental Relationship | no | 01-01-03 | 1 |

Please be aware of the following information:

- ☒ The Court will require the same adherence to all of the laws of the State and California Rules of Court, as if you were represented by an attorney.
- ☒ Clerk personnel are not permitted to, nor will they give legal advice or help in completing any form. *Please do not ask our clerks to give you legal assistance or advice.* The Clerk of the Court and his deputies are prohibited by law from rendering legal assistance or advice in court proceedings (Sec. 24004 & 68082 Gov. code). Persons appearing in their own behalf are responsible for preparing and presenting their pleadings in complete and proper form without legal assistance from deputies of the Superior Court Clerk's office.

Assistance may be obtained from:

- ☒ **Self-Help Center** located online at www.courtinfo.ca.gov. Judicial Council forms of California can be accessed, filled in, and printed at this website.
- ☒ A **typing or paralegal service**. A list of services can be obtained from this office.
- ☒ Questions pertaining to legal matters or the proper completion of the appropriate forms should be answered by an attorney.
- ☒ California Law Codes such as family codes, civil codes, government codes, etc. www.leginfo.ca.gov.
- ☒ **Child Support Agency** : If you are attempting to establish the parentage of your child, you may wish to request assistance of the local child support agency. The Law in California requires the local *Child Support Agency* to assist a parent in establishing the parentage of a child. Please call the local *Child Support Agency* at (559) 584-1425 for assistance.

Preparing documents for filing:

- ❖ All pleadings and papers must be typed or legibly handwritten in blue or black ink.
- ❖ The law requires **your** name (petitioner), address, and telephone number be typed or legibly handwritten in blue or black ink in the upper left hand corner of all documents presented for filing.
- ❖ Each original form submitted for filing must be two-hole punched at the top.
- ❖ Personnel in the Clerk's office have been instructed not to file any papers which are not properly completed or assembled.

Do I complete all the forms?

No, not all forms included in this packet are filed with the ***Petition*** (form FL200). There are forms in this packet that will be utilized at a later time, depending on your circumstance.

From each original form, how many copies do I make?

1. one copy for yourself
2. one copy to have served to the other party in this case

How do I make copies?

Each two sided copy must be tumbled (180°) (as presented in the packet)

How are forms assembled?

Each set of forms must be *stapled*. Staple together each form with multiple pages.

Example: the ***Income and Expense Declaration*** form has four pages and if applicable you may need to attach your paystubs to the back, all four pages and attachments are to be stapled together as one set).

What do I do with my forms?

Submit your completed and assembled forms to the clerk's office to open your case. Clerk personnel are not permitted to assemble your paperwork for you.

Your copies will be stamped with a case number, conformed and returned to you.

See the section in on page 2 of this coversheet regarding who you can obtain assistance from.

Submitting an Order to Show Cause (form #FL 300)

Submit your completed and assembled forms to the Clerk's Office. Clerk personnel are **not permitted** to assemble your paperwork for you. For assistance in this area please review the section on page 3.

Your copies will be stamped with a case number, and the original and all copies are held until Judge reviews and signs the Order. After the clerk processes the Order, a hearing date will be set for approximately 30 days out. Your copies will be held at the Clerk's Office for you to return and pick-up.

Preparing and submitting a Judgment (form #FL 250):

A **Judgment** is submitted for Judge's review and signature. Submit to the clerk's office the original and three (3) copies:

1. the original for the court file
2. one copy for the court to keep for the state
3. one copy for yourself
4. one copy for the other party or attorney for the other party in this case

Notice of Entry of Judgment (form #FL190):

See detailed instructions on this form on the instruction sheet included in this packet. You are to complete the addresses, on the lower portion of this form as indicated.

Submit to the clerk's office the original and two (2) copies:

1. the original for the court file
2. one copy for yourself
3. one copy for the other party or attorney for the other party in this case
4. one **self addressed/stamped** envelope for yourself . The envelope must be large enough to accommodate the Judgment. Preferably an 8 ½" x 11" envelope. There must be enough postage on the envelope to mail the judgment.
5. one **self addressed/stamped** envelope for the other party or attorney for the other party . The envelope must be large enough to accommodate the Judgment. Preferably an 8 ½" x 11" envelope. There must be enough postage on the envelope to mail the judgment.

IMPORTANT NOTES:

Failure to complete the **Judgment** and/or the two self addressed stamped envelopes may cause the **Judgment** to be rejected and placed in the pick-up drawer unsigned and/or unprocessed. This means your dissolution/legal separation/nullity will not be final.

In a case where child support or family support is ordered, the parent who submits a judgment or order must complete the attached form, **Child Support Case Registry Form** (FL191) and submit it to the court. If any modifications or changes arise, you are required to submit a new **Child Support Case Registry Form** (form FL191) to the court.